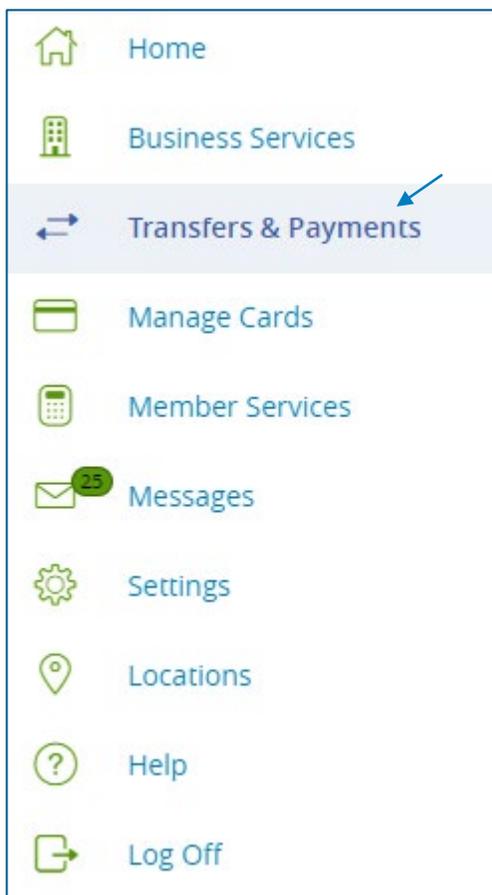


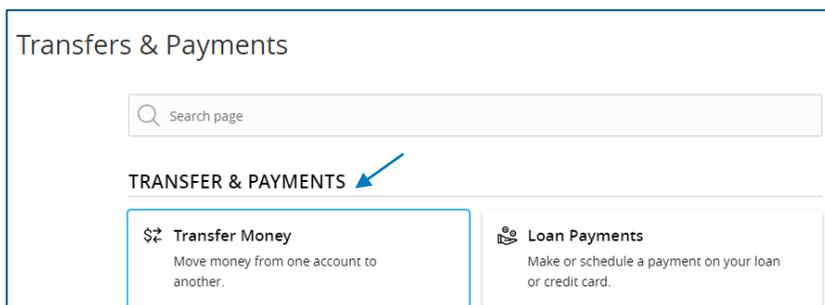


## One-time Transfers

1. Select 'Transfers and Payments' from the menu.



2. Then select the 'Transfer Money' file.





3. Select a 'From' account.
4. Select a 'To' account.
5. Enter an amount.
6. Select the 'Transfer Date' for the transaction.
7. Enter a memo for the transaction (optional)
8. Select 'Transfer Funds' to complete the transaction.

## Transfer Money

From Account

To Account

Amount

Frequency

Transfer Date

Memo (optional)

Transfer Funds



## Recurring Transfers

1. Follow steps 1 through 7 above.
2. In the 'Frequency' field, select the desired frequency from the drop-down menu.
3. Select the 'Start Date'.
4. Select the desired 'Repeat Duration'.
5. Select 'Transfer Funds' to complete the transaction.

### Transfer Money

From Account

To Account

Amount

Frequency

*i* A transfer will be created every month on the 17th.

Start Date

*i* Transfers falling on a Sunday or banking holiday will be processed the following business day.

Repeat Duration

Forever (Until I Cancel)

Until Date (Set An End Date)

Memo (optional)

**Transfer Funds**